

**MICHIGAN SENATE  
SENATOR MICHELLE A. McMANUS**

**POSITION POSTING**

**INTERNSHIP OPPORTUNITY**

**Summary Position Description:** This individual will provide assistance to senate staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Responsibilities will include but are not limited to: answering phones, drafting written correspondence to groups and individuals, monitoring legislation, attending meetings, and conducting research.

**Qualifications:** High School Diploma is required. Telephone, written communication skills, and a positive attitude preferred. Legislative experience and a basic understanding of computer office programs are helpful, but not necessary.

**Status:** This is an unpaid position. Hours are negotiable and school credit can be arranged.

This is a non-civil service, at-will position.

**Interested applicants please send resumes and writing sample to:**

Dave Walker, Internship Program Director

Senator Michelle A. McManus  
S-2 Capitol Building  
P.O. Box 30036  
Lansing, MI 48909  
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The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-5560 or TDD 373-0543.